

<b>Job Description</b>	
Role	Trainee Planned Preventative Maintenance Engineer
Department	Hard Services
Reporting line	Hard Services Management Team

General description:

AFM (“the company”) are a leading provider of FM and associated building services in the Channel Islands. Our purpose is to deliver high quality, sustainable solutions for our customers and local community.

Purpose of the Role:

Trainee Planned Preventative Maintenance (PPM) Engineer to assist in all aspects of the PPM activity, to include tasks such as Water Temp Testing, Emergency Light Testing, Air-conditioning unit maintenance and any other tasks required.

Working alongside experienced and trained engineers to provide practical support. Will be required to work unsupervised at times (with appropriate training and support) as part of a busy and dynamic team of multi-skilled PPM engineers.

The Role and Responsibilities are as follows:

Provide efficient and effective delivery of;

- Assisting in the delivery of Planned Maintenance across all disciplines (training will be provided)
- Able to read and interpret specifications, product data sheets and health & safety documentation.
- Ability to complete all statutory and non-statutory paperwork (training will be provided).
- To undertake any other tasks as requested by the management from time to time to ensure the successful trading of the business.

Customer Focus:

- Deliver high quality standards of technical and customer service across our customer base;
- Communicate and engage with customers in a professional and helpful manner at all times;
- Attend and actively engage in customer meetings if and when required;
- Aid the development and growth of the team when opportunities arise, including continuous improvement in quality and customer service delivery.

People Responsibility and Teamwork:

- Assist co-workers when required;
- Interact with other teams (FM/Projects/counterparts); share skillsets and ensure service delivery is harmonised;
- Attendance and participation in team meetings;
- Occasional interisland travel for work activities, support and cross training;
- Act in accordance with the AFM HR policy at all times.

Health and Safety:

- Adhere to Health and Safety and Company Policies at all times;
- Ability to self-assess risk and to notify manager/colleagues of any concerns;
- Attend training courses (locally and on the mainland) as required, which may include (but not be limited to) IOSH Working Safely, Asbestos Awareness, Working at Height.

Key attributes and skills required:

- Understand the importance of paperwork and submit in a timely manner;
- Professional and proactive approach to conducting works and problem solving;
- Ability to deal with company and customers matters with the strictest of confidence;
- Customer focused (both internal and external customers);
- Strong communication skills (both with AFM clients and AFM colleagues);
- Ability to work both individually and as part of a team;
- Ability to follow processes and procedures;
- Organised and able to work under pressure at times;
- Professional and presentable approach;
- Adhere to the company dress code;
- Hold a current, category B driving licence.

Personal Development/Training relating to the role may include (but not be limited to):

- Professional/skills training; for example: regulations, testing and inspection;
- Health and Safety: IOSH Working Safely, Asbestos Awareness, Working at Height;
- In-House Training; for example: IT systems (Evolution/Summit), H&S, internal processes.